

Carl D. Perkins Career & Technical Education Improvement Act

SY/AY 2015-2016

Application for Perkins Program Improvement Funding (Secondary and Postsecondary)

Due: Monday, June 1, 2015

Applications received after June 1, 2015 may not be reviewed and approved prior the proposed start date.

Project Period: August 22, 2015* through August 21, 2016

*Start date must be adjusted to date of application submission in GMS if not on or before August 22, 2015.

New Hampshire Department of Education
Bureau of Career Development
21 South Fruit Street, Suite #20
Concord, NH 03301

New Hampshire Department of Education Statement of Nondiscrimination

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above:

ADA/Title IX Coordinator: Office of the Deputy Commissioner

Section 504 Coordinator: Lisa Hatz

NH Department of Education
21 South Fruit Street, Suite 20
Concord, NH 03301
(603) 271-3471 (V/TTY)
1-800-299-1647
Lisa.Hatz@doe.nh.gov

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111
TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

NH Commission for Human Rights
2 Chenell Drive
Concord, NH 03301-8501
(603) 271-2767

Introduction

Background:

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 is designed to improve and expand services for students enrolled in career and technical education programs. The Act defines career and technical education programs as organized educational activities that offer a sequence of progressive courses composed of both academic and technical content. These courses are intended to prepare students for further education and careers in current or emerging employment sectors of high skill, high wage, or high demand occupations. The courses include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills of students.

Role of the Bureau of Career Development:

The NH Department of Education (NHDOE), Bureau of Career Development is the sole state agency responsible for administering grant monies received from this Act to secondary and postsecondary educational institutions that have career and technical education programs for New Hampshire students. The administration function involves both the awarding and the oversight of the funds to assure that the intent of the law is being met by those receiving Perkins funding. *Although Congress identifies the minimum requirements for funding use, the Bureau of Career Development has the authority to raise the standards.* This helps assure that secondary centers and postsecondary colleges are using funds for program development and improvement rather than program maintenance.

Purpose of Secondary/Postsecondary Program Improvement Application:

Each eligible recipient of Perkins funds from the Act must submit an application to the Bureau of Career Development. The application tells us what you plan to do to **improve** career and technical education in your secondary center/postsecondary institution during the next year, how you arrived at this decision, estimated costs, and how you plan to go about implementing and evaluating the improvements. The application and accompanying budget should be developed for a one-year period beginning August 22, 2015 and ending August 21, 2016, covering the 2015-2016 school/academic year.

Use of Funds:

Funds available to schools are based on a formula mandated in the Perkins Act. Program improvement activities must first be identified. These identified activities should then be aligned to one of the two categories of fund usage: required or permissive, described in Section 135 of the Act (See [Reference Document #1](#), attached).

If the application successfully addresses each of the required activities, you may request (with justification) that funds be assigned to permissive activities.

Program Quality:

Each approved CTE program must be evaluated using the Program Quality rubric included in [Reference Document #2](#). The completion of this evaluation will assist with identification of programs or areas within programs in need of improvement. Individual Program Quality documents are retained by the respective CTE Director and may be used for teacher discussions around program improvement. ***The “Summary of Program Quality” is a required attachment to the 2015-2016 application for funding.***

[Reference Document #8](#) lists the CTE Career Ready Practices that are referenced in these Program Quality Rubrics.

General Assurances:

Approval of the Perkins application is contingent upon receipt of signed General Assurances (required annual submission) for each School District receiving federal funds from the NHDOE.

Elements of the Application:

The Carl Perkins Application for 2015-2016 must be entered into the NH Department of Education Grants Management System (GMS) and must consist of the following required parts:

- Application Cover Page
- Entry of Required Uses of Funds with budget lines for each category;
- Entry of Permissive Uses of Funds with budget lines for each category (if all required uses of funds have been successfully addressed);
- Entry of administrative activities, not to exceed 5% of allocation.
 - Note that indirect cost is an administrative expense.
 - Indirect costs exceeding 5% of the award will be denied (even if the established approved district rate is set at more than 5%);
- Required attachments, including:
 - Programs of Study for the sub-recipient and each sending high school;
 - Summary of Program Quality Review (See [Reference Document #2](#));
 - Signed Certificate of Assurances (See [Reference Document #3](#));
 - Targeted Improvement Plans for PIs not meeting local goal for 2013-2014 (See [Reference Document #4](#));
 - Notice of Non-Discrimination (See [Reference Document #5](#)); and
 - Budget Narrative (if not included in body of application).

All applications must follow the format provided. Any application not meeting these requirements will be returned for revision.

Obligation or expenditure of funds prior to approval of the application by the NH Department of Education is at the sole financial risk of the respective school district/SAU.

Entry into GMS:

[Reference Document #6](#) is a PowerPoint presentation that provides specific guidance with regard to the Perkins 2015 application (SY/AY 2015-2016). Read this document carefully as it addresses both the structure of the application and steps that can be taken to meet the application requirements.

[Reference Document #7](#) explains what the NHDOE expects to see entered into the GMS system, and provides examples of each element, aligned with GMS formatting.

Single Sign-On:

Assistance with the process to establish a myNHDOE single sign-on user account, difficulties with expired passwords, or technical assistance with accessing the application in GMS may be directed to:

Carrie Gorman
Bureau of Career Development
21 South Fruit Street, Suite #20
Concord, NH 03301
(603) 271-3384

OR

Regina Fiske
Bureau of Career Development
21 South Fruit Street, Suite #20
Concord, NH 03301
(603) 271-3653